



THE LIBRARY OF VIRGINIA

 RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
 (Form RM-2 Aug 01)

 RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 107-002
 VIRGINIA STATE CRIME COMMISSION

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

STATE APPROVAL

STATE RECORDS ADMINISTRATOR

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE OCT 05 2007

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POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must insure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Agendas, Schedules and Informational Documentation for Meetings</u> This series documents the publishing of public notices of commission meetings, proposed schedules, along with materials reviewed or used by the Commission. <i>Does not include materials included in Series 005730 or 005732.</i>	100305 (GS-101)	Retain 3 years then destroy.
<u>Agreements, Memorandums of Understanding (MOU) and Non-Fiscal Contracts</u> This series documents signed, binding agreements, other than contracts, involving procurement or payment of monies. The agreements may be between departments within the agency, other government agencies, localities, business entities or an individual or group of individuals.	100306 (GS-101)	Retain 3 years after termination or expiration then destroy.
<u>Analyst's Study-Related Records - Not Used</u> This series consists of background information gathered during research for Commission studies that are not used in the production of, or reflected in, an interim or final study report or considered by the Commission.	005727	Retain 1 year after file is closed then destroy.
<u>Analyst's Study-Related Records - Used</u> This series consists of background information not determined to be of historical value or possible future use, gathered during research for Commission studies that is relied upon or otherwise used in the production of an interim or final study report or considered by the Commission.	005728	Retain 5 years after file is closed then destroy.
<u>Analyst's Study-Related Records - Grant-Funded Studies</u> This series consists of background information not determined to be of historical value or possible future use, gathered during research for Commission studies that have been funded by either Federal or State Grants. Records will include information that	005729	Retain and destroy in accordance with the terms of the grant. If grant becomes inactive (silent), then records can be transferred to Series 005727 or 005728.



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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

may or may not be relied upon or otherwise used in the production of an interim or final study report or considered by the Commission.

Annual Reports, Agency - Record Copy

This series documents reports prepared by or for the agency addressing the "state" of the agency, including goals, targets, objectives and finances.

 100307
 (GS-101)

Retain one copy permanently in agency. Transfer one copy to the Archives, Library of Virginia. Transfer 20 copies to Documents Section, Library of Virginia (*Code of Virginia*, § 2.1-467.2.)

Budget Records-Internal Budget Files

This series is used by the agency as it deals with its budget during the fiscal year.

 012093
 (GS-102)

Retain 3 years after the biennium to which the records relate, then destroy.

Commission Meeting Records

This series consists of agendas and materials presented at commission meetings, including any minutes. May include presentation materials deemed to be of long-term value to the Commission.

005730

Retain permanently.

Contract and Agreement Records

Documents contractual obligations of the agency or owed to the agency.

 100312
 (GS-101)

Retain in accordance with terms of contract or 3 years after termination, whichever is greater; then destroy.

Correspondence/Subject Files - Department or Division Heads - Other Correspondence

Documents incoming and outgoing letters, memoranda, faxes, notes and their attachments, not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.

 012017
 (GS-101)

Retain 3 years, then destroy.

Correspondence/Subject Files - Other Officials - Other

012018

Retain 2 years, then destroy.



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<u>Correspondence</u> Documents incoming and outgoing letters, memoranda, faxes, notes and their attachments, not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	(GS-101)	
<u>Correspondence/Subject Files - Routine, Administrative - Not Specified Elsewhere</u> Documents incoming and outgoing letters, memoranda, faxes, notes and their attachments of a routine administrative nature, not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	012019 (GS-101)	Retain as long as administratively necessary, then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Correspondence/Subject Files - Director, Commission Members and Other Officials - Historically Significant</u> This series documents historically significant incoming and outgoing letters, memoranda, faxes, notes and their attachments not of a routine administrative nature, not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	005731	Retain Permanently.
<u>Grant Records (non-fiscal)</u> Documents grant acceptance or approval, completion and conformance with grant stipulations that are not of a fiscal nature.	100323 (GS-101)	Retain in accordance with terms of grant or 3 years after termination, whichever is greater; then destroy.
<u>Grants-Federal and State Files</u> This series documents the use of grant moneys for various purposes by the agency. The series consists of applications, correspondence, expenditure reports, and other related materials.	012108 (GS-102)	Retain 3 years after submission of final financial report, or completion of agency level audit, or as required by the terms of the grant or contract, whichever is longer, then destroy.

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<u>Notes or Recordings of Commission Meetings - Nonelectronic Meetings</u> Temporarily documents proceedings of various meetings. Includes stenographer's notes or audio or visual recordings.	100341 (GS-101)	Destroy after minutes are transcribed and approved.
<u>Parking Assignments</u> Documents internal assignments of parking spots.	100345 (GS-101)	Retain as long as administratively necessary, then destroy.
<u>Publications - Agency Produced or Sponsored</u> Documents the official release of agency publications meant for public distribution or general internal distribution.	100359 (GS-101)	Retain one copy permanently in agency. Transfer one copy to the Archives, Library of Virginia. Transfer 20 copies to Documents Section, Library of Virginia (<i>Code of Virginia</i> , § 2.1-467.2.)
<u>Records Management Files - Approved Certificates of Records Disposal (Form RM-3)</u> Documents the approval of disposal certificates. Refer to <i>Public Records Management Manual</i> for further instructions.	100365 (GS-101)	Retain 3 years, then destroy.
<u>Sub-Committee and Task Force Meeting Records</u> This series consists of member lists, agendas and materials presented at sub-committee and task force meetings, and the minutes for these meetings.	005732	Retain Permanently.
<u>Vouchers – Duplicate or Reference Copies</u> This series is used to reference the payment or transfer of funds from the agency's accounts. The originals are located in the Agency Accounting Office Files.	012157 (GS-102)	Destroy when no longer needed for administrative purposes.